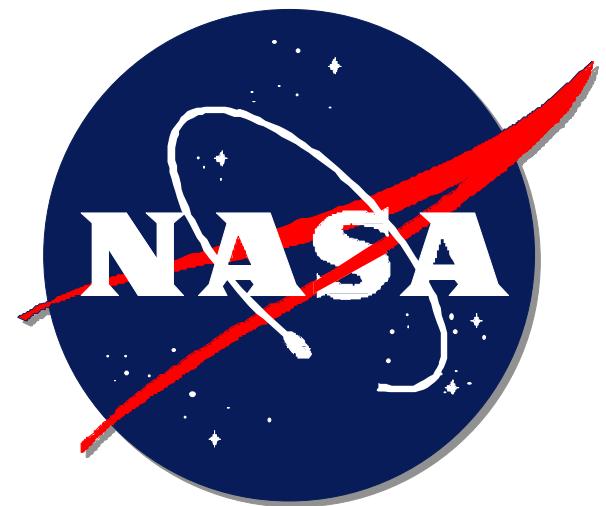


Navigation Overview



How Do I Log In to the BF Application?

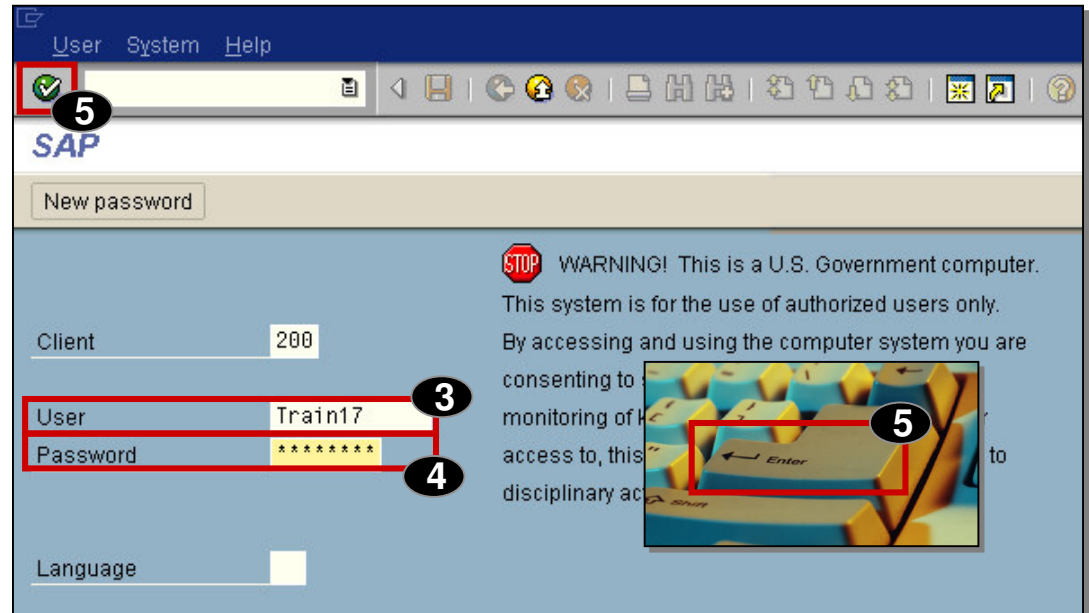
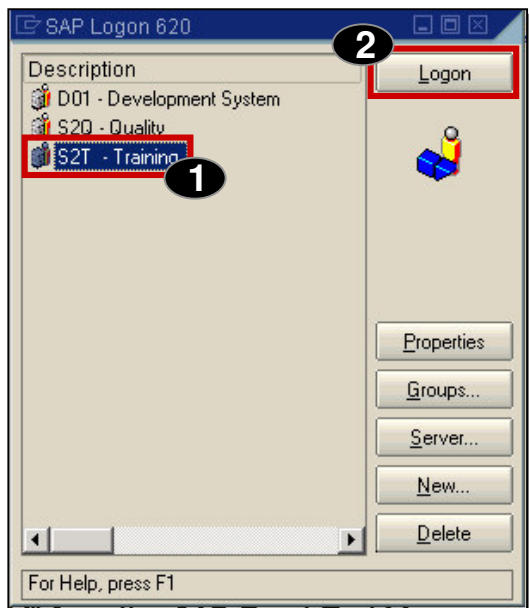


- 1 Select the **Start** button from the lower left-hand corner of your computer.
- 2 Select **Programs** from the Start menu.
- 3 Select **SAP Front End** from the extended menu.
- 4 Select **SEM** from the extended menu.
- 5 Select **SAPLogon** to log on to the BF Application.

Or, if available, you can:

- 1b Double-click the **SAPLogon** icon of your computer's desktop.

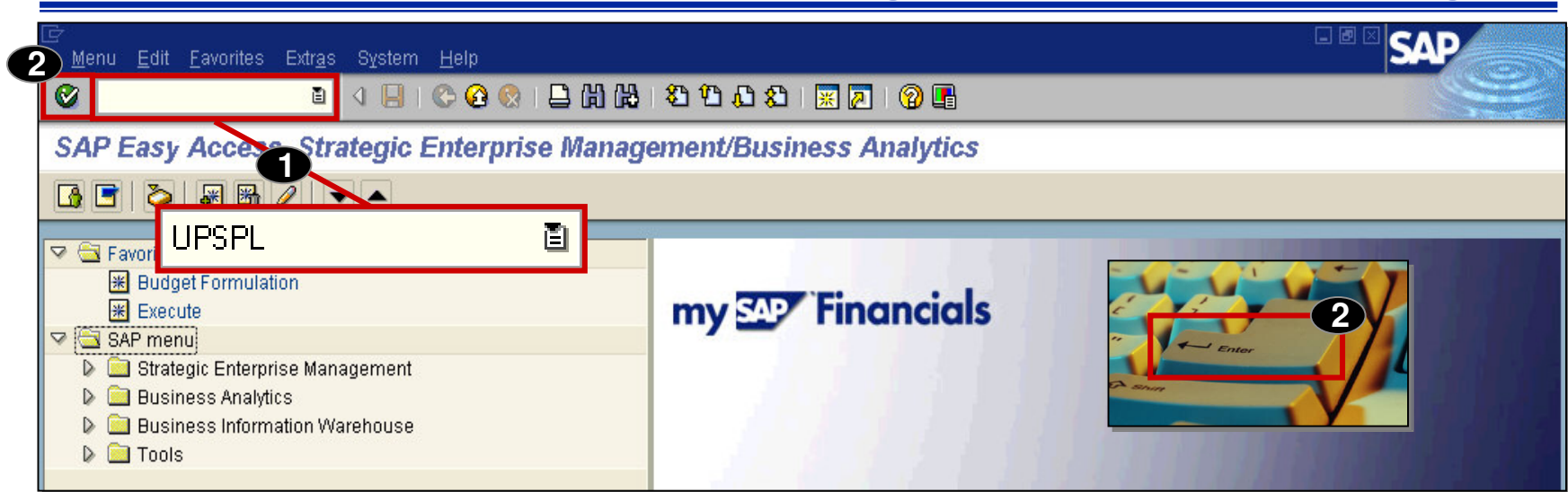
How Do I Log In to the BF Application?



- ❶ Select **S2T – Training**.
- ❷ Click the **Logon** button to obtain your logon screen.

- ❸ Enter your User name.
- ❹ Enter your Password.
 - The asterisks cannot be erased.
 - If your password is less than 8 characters, do not fill in the asterisks.
- ❺ Click the **Enter** button or press the **Enter key** on your keyboard.

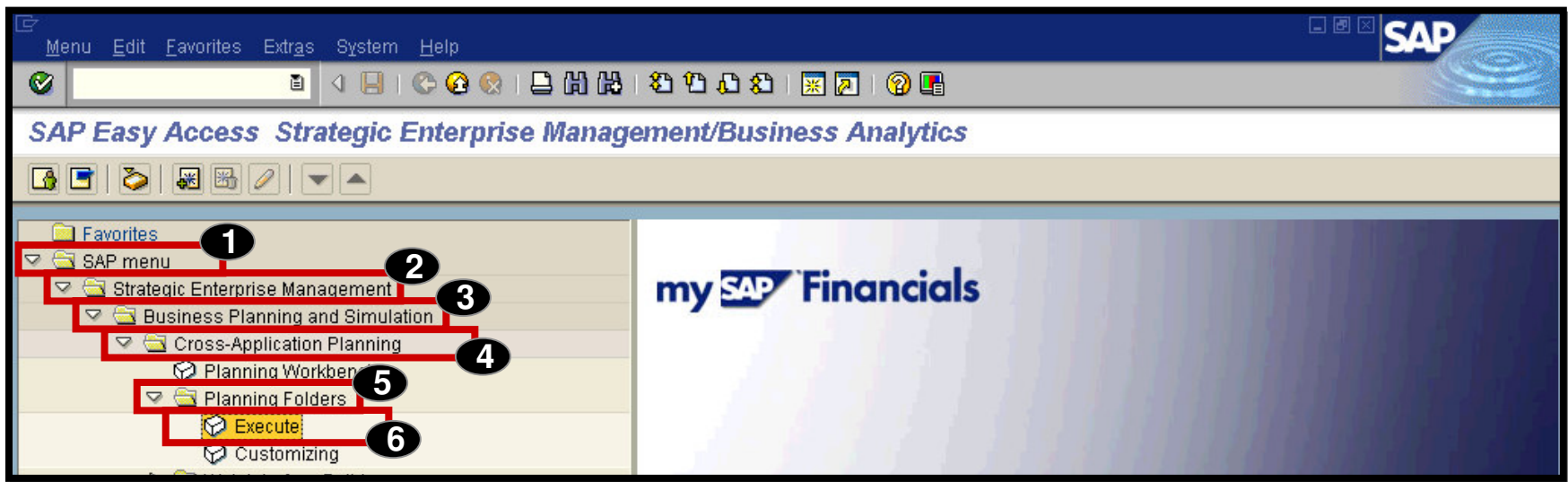
How do I Get to the Planning Folder Menu Page?



- 1 Type the **upspl** in the blank field under the menu bar to go to a list of planning folders.
- 2 Click the **Enter** button or press the **Enter key** on your keyboard.



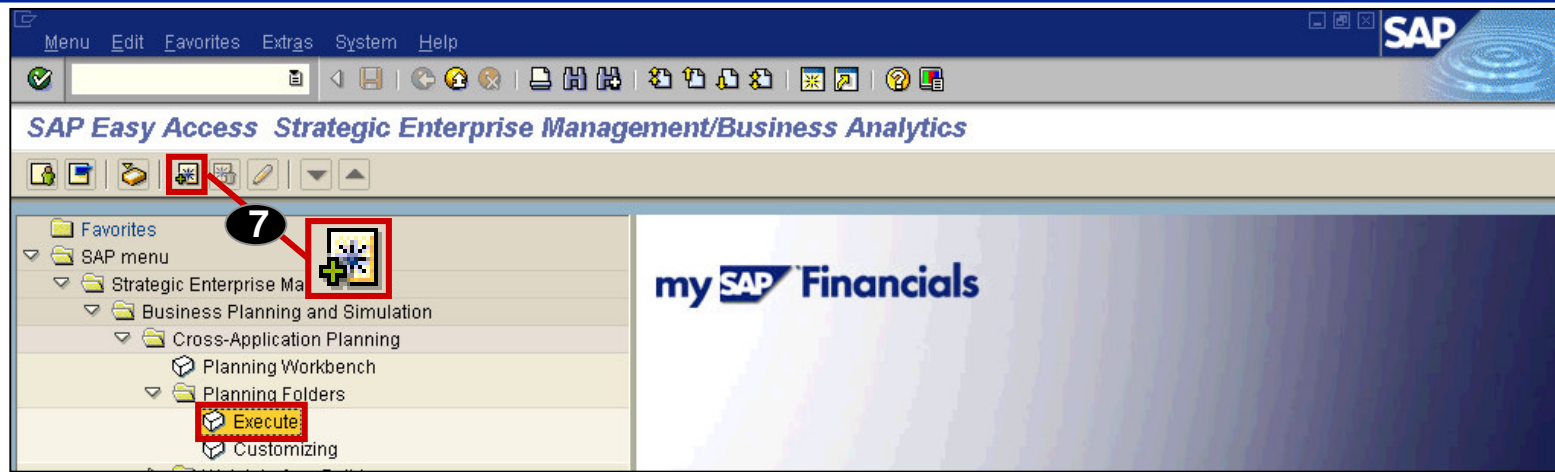
How Do I Create a Favorite?



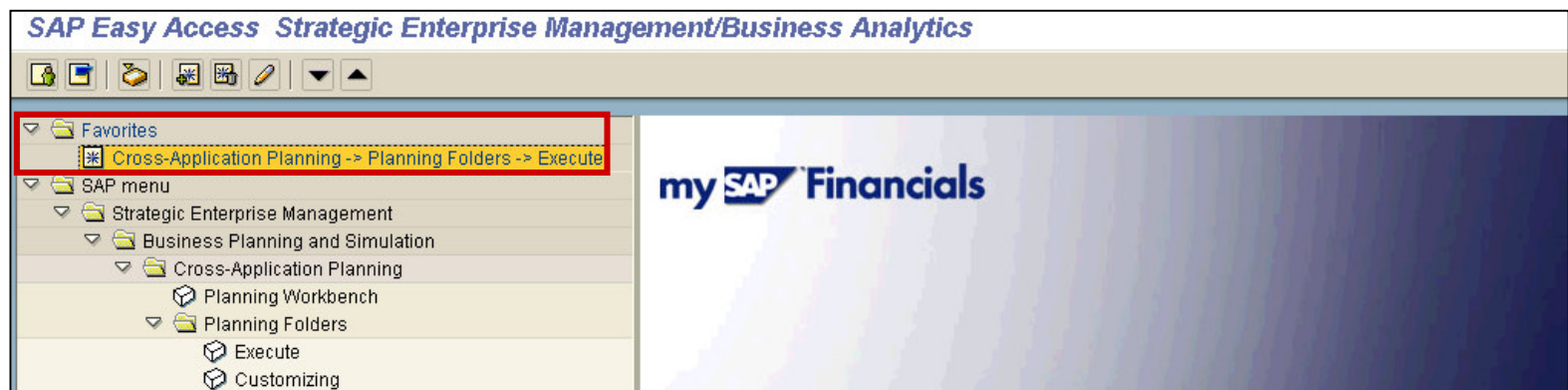
- ❶ Click the dropdown arrow for **SAP Menu**.
- ❷ Click the dropdown arrow for **Strategic Enterprise Management**.
- ❸ Click the dropdown arrow for **Business Planning and Simulation**.
- ❹ Click the dropdown arrow for **Cross-Application Planning**.
- ❺ Click the dropdown arrow for **Planning Folders**.
- ❻ Select **Execute**.

(continued)

How Do I Create a Favorite?

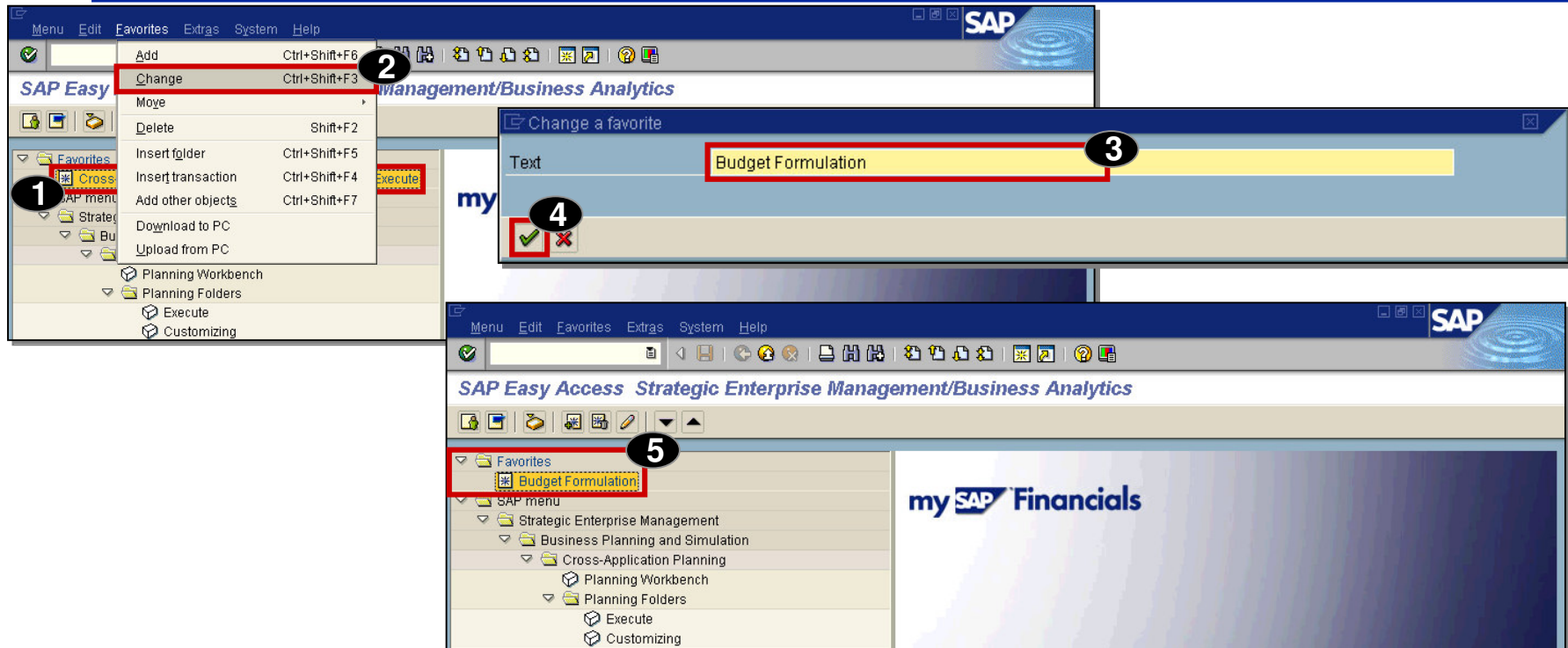


7 With **Execute** highlighted, click the **Add Favorites** button.



NOTE: This will create your Budget Formulation favorite in the Favorites folder. You can use this favorite to link directly to the Planning Folder Menu page.

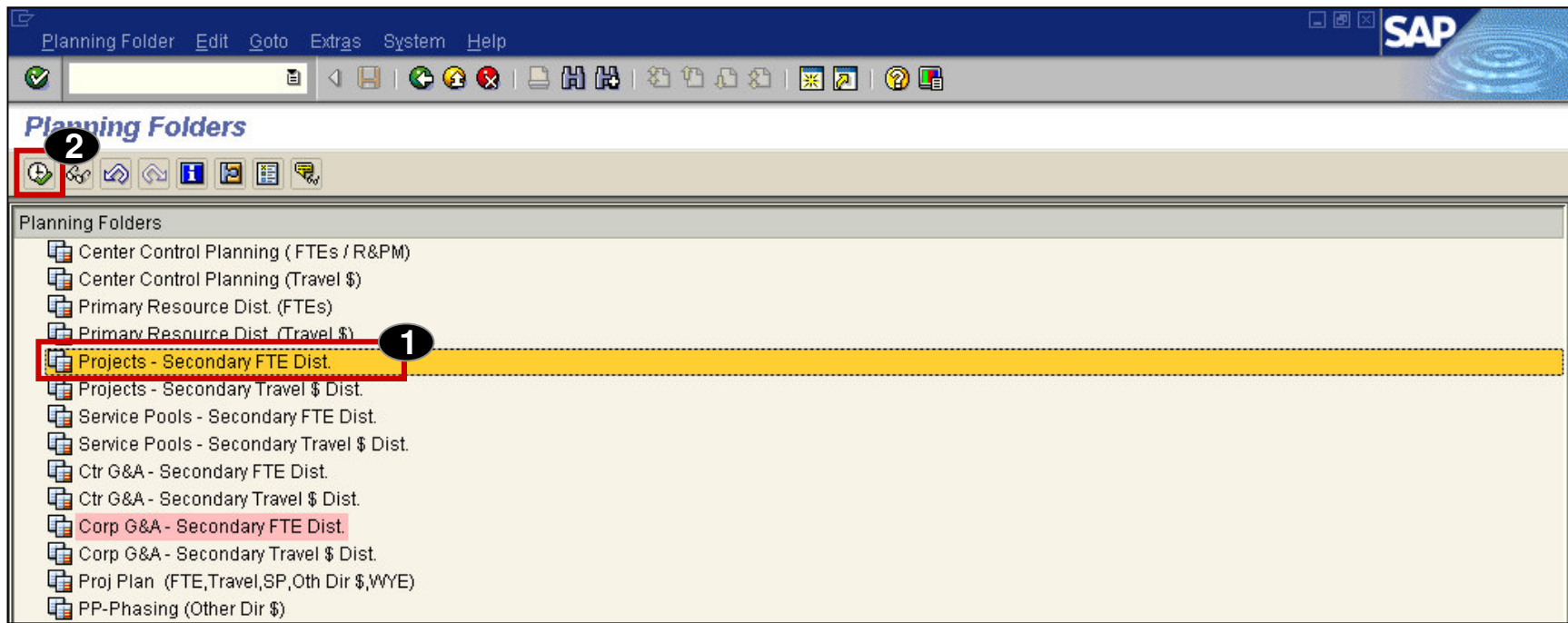
How Do I Rename a Favorite?



- ❶ Select the Favorite you want to rename.
- ❷ From the Favorite menu, select **Change**. A message box will appear prompting you to enter the name of your Favorite.
- ❸ Enter the new name of the Favorite in the **Text** field.
- ❹ Click the **Green Checkmark** button.
- ❺ Your Favorite will be renamed.



How Do I Access a Planning Folder?



- 1 From the Planning Folder Menu page, select the folder you would like to enter (the folder will become highlighted in yellow.)
- 2 Click the **Execute** button.

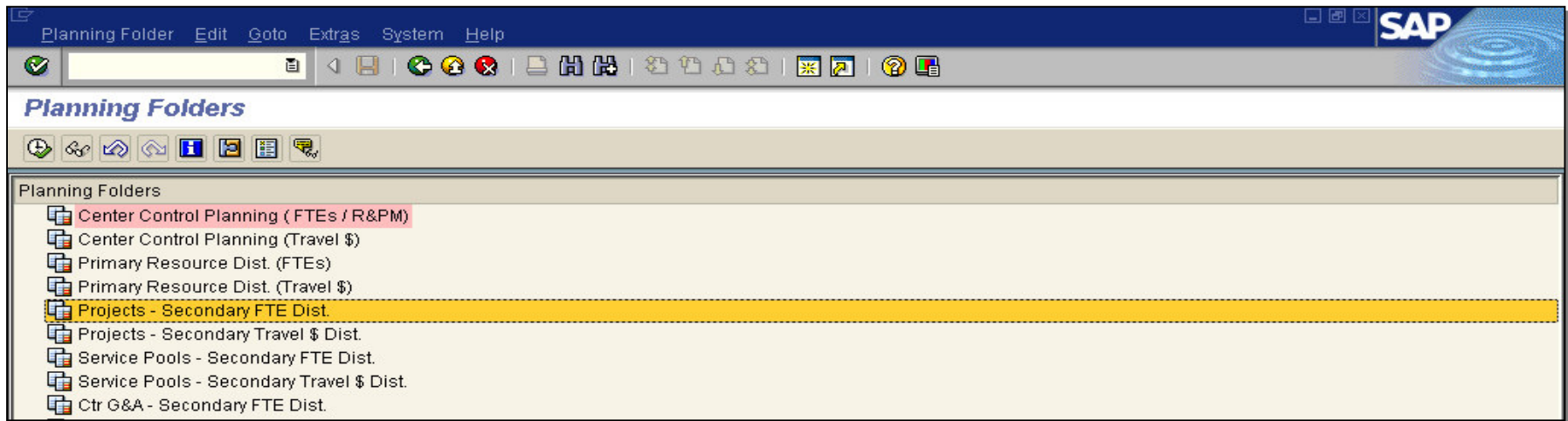


Projects - Secondary FTE Dist.



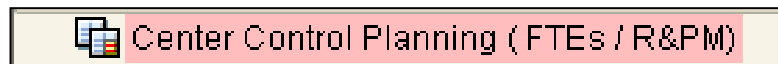
NOTE: Users can also double-click on the desired Planning Folder to enter.

What Do the Planning Folder Colors Mean?



■ From the Planning Folder Menu page:

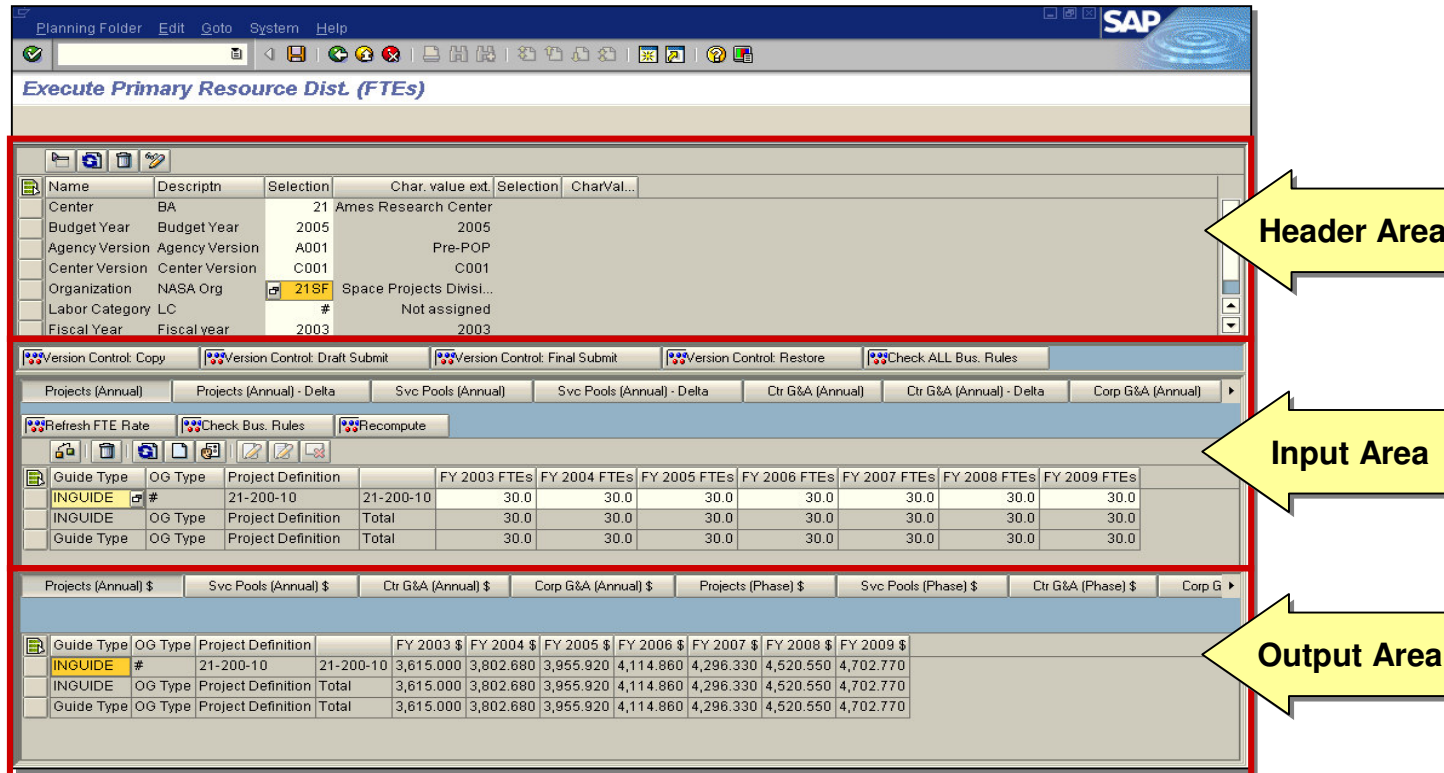
- A planning folder highlighted in **PINK** indicates the previous folder a user entered.



- A planning folder highlighted in **YELLOW** indicates the folder the user has selected.



What Are the Primary Sections of a Typical Screen?



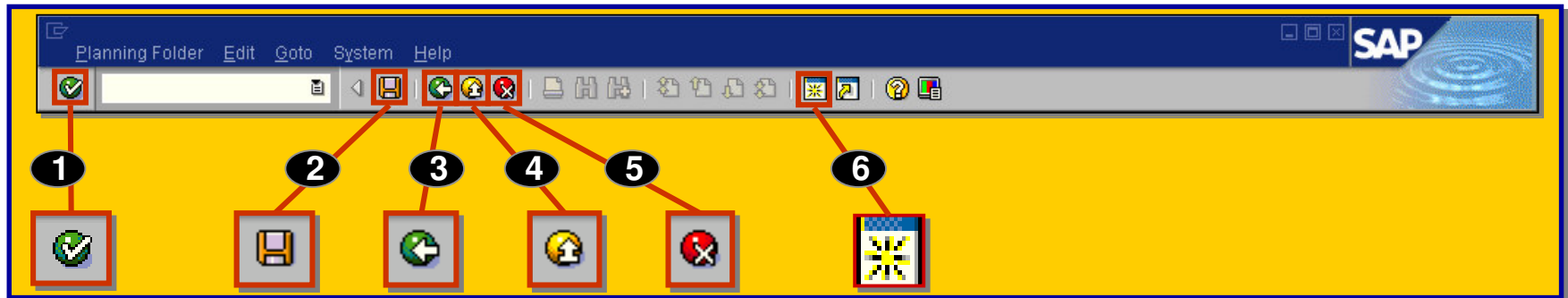
The screenshot shows the SAP 'Execute Primary Resource Dist. (FTEs)' screen. It is divided into three main sections as indicated by yellow arrows:

- Header Area:** Contains fields for Name, Descriptn, Selection, Char. value ext, Selection, and CharVal... It also includes buttons for Version Control (Copy, Draft Submit, Final Submit, Restore) and Check ALL Bus. Rules.
- Input Area:** Contains a table for FTEs with columns for Guide Type, OG Type, Project Definition, and FTEs for various fiscal years (FY 2003 to FY 2009). It also includes buttons for Refresh FTE Rate, Check Bus. Rules, and Recompute.
- Output Area:** Contains a table for dollar amounts with columns for Guide Type, OG Type, Project Definition, and dollar amounts for various fiscal years (FY 2003 to FY 2009).

■ Screens have three primary areas:

- Header area
- Input Area
- Output Area

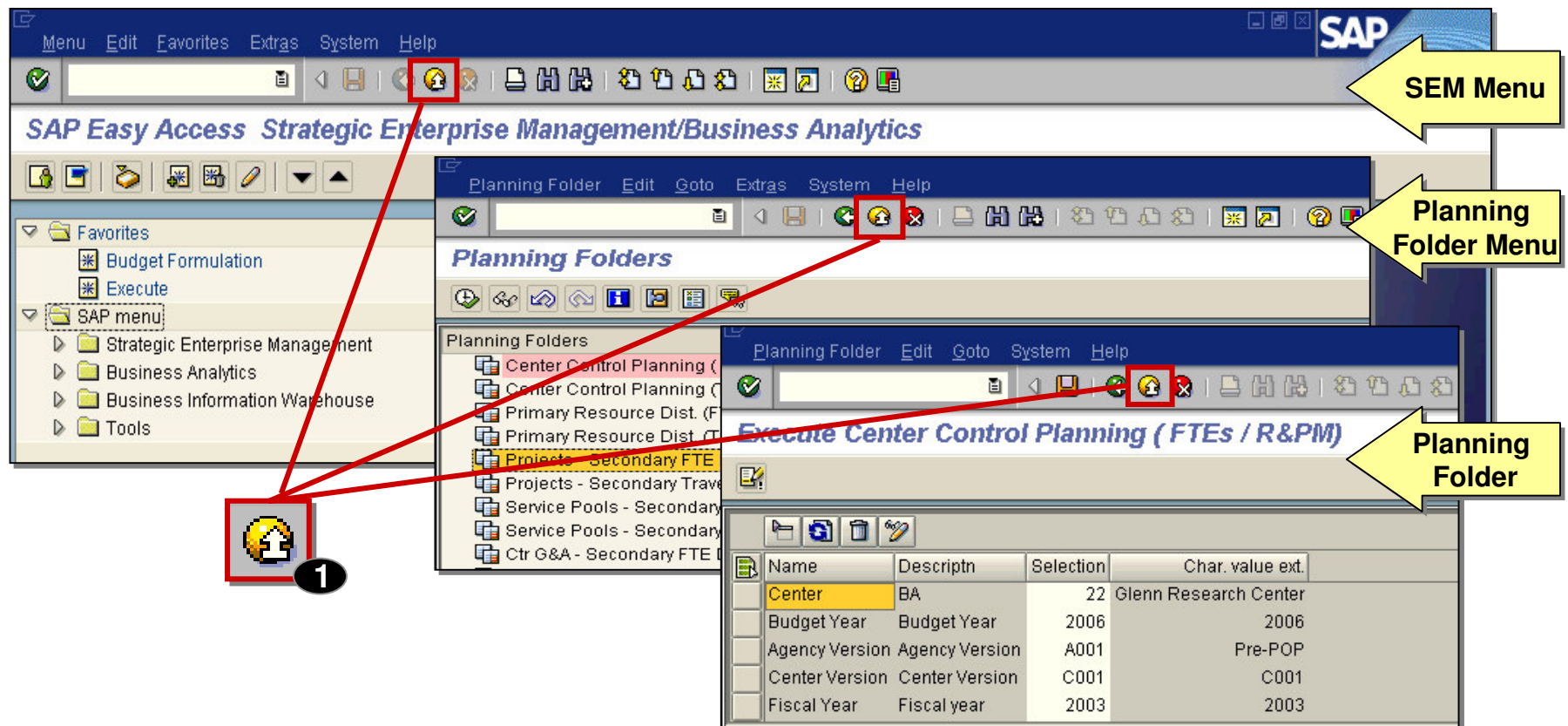
What Are the Menu Buttons?



Menu Buttons

- ❶ **Checked/OK** – Enters your data
- ❷ **Save** – Saves your work
- ❸ **Back** – Takes you back one screen
- ❹ **Exit** – Exits you out of the system
- ❺ **Cancel** – Cancels your data
- ❻ **Create New Session** – Opens another session

How Do I Log Out?



The screenshot illustrates the SAP Easy Access interface with three windows. Red boxes and arrows highlight the 'Exit' button (a house icon with an 'X') in the top-right corner of each window's toolbar. A yellow callout box labeled '1' points to the 'Exit' button in the bottom-left corner of the main window's Favorites list.

SEM Menu: The top window, titled 'SAP Easy Access Strategic Enterprise Management/Business Analytics', has the 'Exit' button in its toolbar.

Planning Folder Menu: The middle window, titled 'Planning Folders', has the 'Exit' button in its toolbar.

Planning Folder: The bottom window, titled 'Execute Center Control Planning (FTEs / R&PM)', has the 'Exit' button in its toolbar.

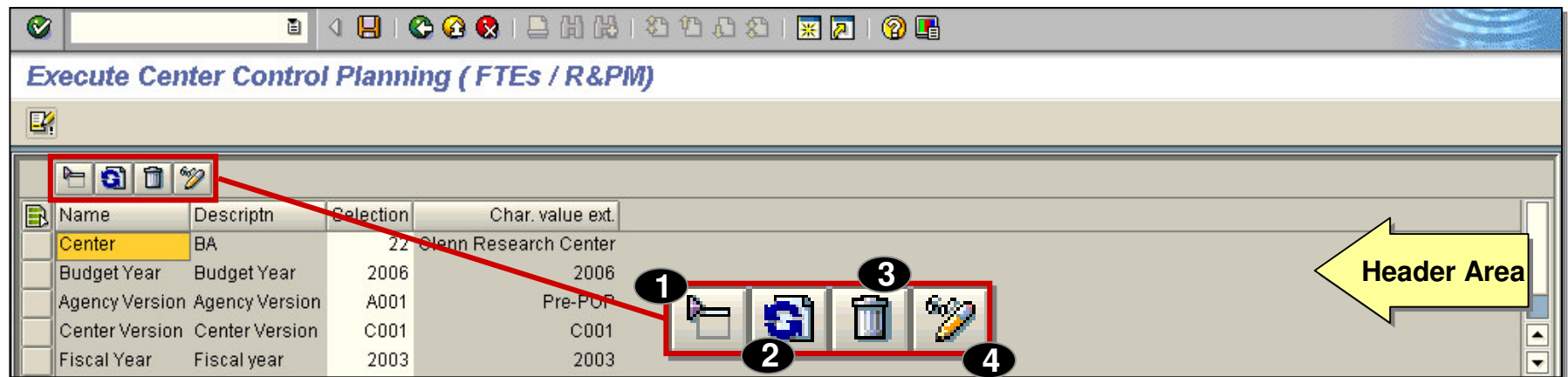
Name	Descriptn	Selection	Char. value ext.
Center	BA	22	Glenn Research Center
Budget Year	Budget Year	2006	2006
Agency Version	Agency Version	A001	Pre-POP
Center Version	Center Version	C001	C001
Fiscal Year	Fiscal year	2003	2003

Regardless of where you are in the system, to log out:

- 1 Click the **Exit** button.



What Are the Header Area Buttons?

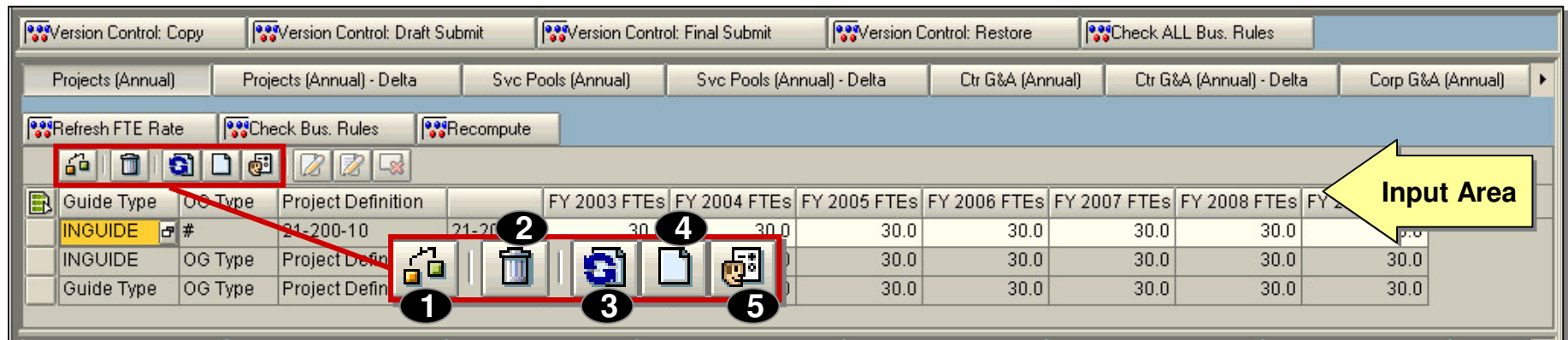


Header Menu Buttons

- 1 Hide Variable Values** – Hides the header characteristics leaving the Input and Output Areas.
- 2 Transfer Variables** – Sends the header variables to the database. A user can retrieve data for the corresponding header variables or plan based upon the header data.
- 3 Delete** – Deletes an entire row of Header Characteristics. This functionality should **NOT** be used.
- 4 Display/Change** – Removes ability to edit the Header Characteristics.



What Are the Input Area Buttons?



Input Area Menu Buttons

- ❶ **Check** – Checks all of the fields in your planning area.
- ❷ **Delete** – Deletes a row of data.
- ❸ **Sort** – Sends data to the database and creates a total by row in the input area.
- ❹ **Append Row** – Inserts a blank row in the input area for planning.
- ❺ **Lead Column Settings** – Allows the user to indicate what lead columns should be totaled and subtotaled. Preferences can also be set to modify the way data is sorted in the Lead Column.

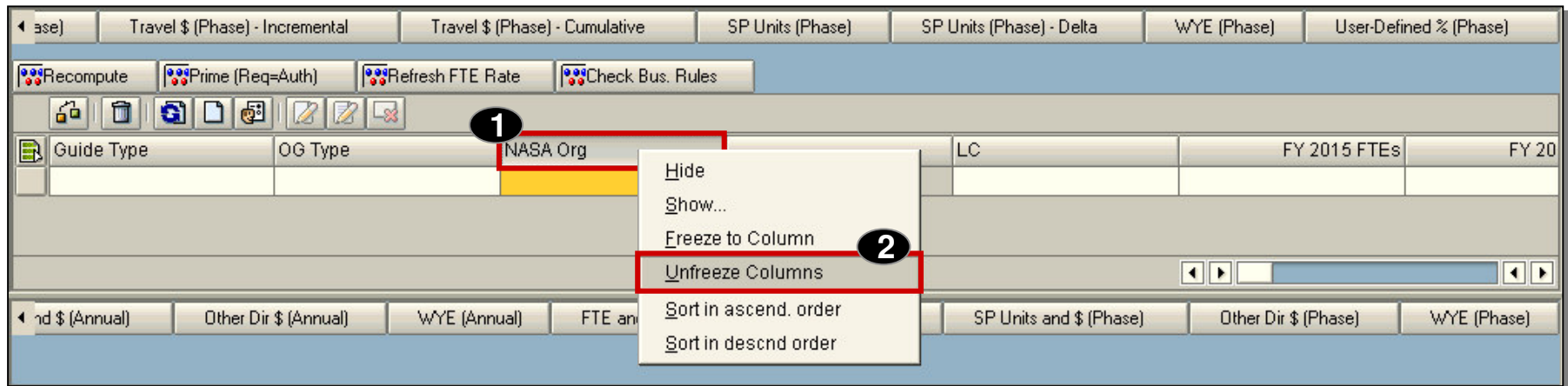
How Do I Add a Row of Data?

FTE (Annual)		FTE (Annual) - Delta		FTE Rate (Annual)		FTE \$ (Annual)		FTE (Phase)		FTE (Phase) - Delta		FTE Rate (Phase)		FTE \$ (Phase)		F ▶
Recompute		Refresh FTE Rate		Check Bus. Rules												
Guide Type	OG Type	NASA Org	LC	FY 2003 FTEs	FY 2004 FTEs	FY 2005 FTEs	FY 2006 FTEs	FY 2007 FTEs								
INGUIDE	#	220140	AEROPROPULSION RESEARCH PROGRAM OFFICE	#	10.0	10.0	15.0	15.0	20.0							
INGUIDE	#	220140	OFFICE OF THE CHIEF FINANCIAL OFFICER	#	50.0	50.0	45.0	45.0	40.0							
INGUIDE	#	220140	OFC OF SAFETY & ASSURANCE TECHNOLOGIES	#	60.0	60.0	60.0	60.0	60.0							
INGUIDE	#	220630	LOGISTICS & TECHNICAL INFORMATION DIV	#	20.0	20.0	20.0	20.0	20.0							

FTE (Annual)		FTE (Annual) - Delta		FTE Rate (Annual)		FTE \$(Annual)		FTE (Phase)		FTE (Phase) - Delta		FTE Rate (Phase)		FTE \$(Phase)		F ▶
Recompute Refresh FTE Rate Check Bus. Rules																
Append Row Delete Copy Paste Undo Redo Print																
Guide Type	OG Type	NASA Org		LC	FY 2003 FTEs	FY 2004 FTEs	FY 2005 FTEs	FY 2006 FTEs	FY 2007 FTEs							
INGUIDE	OG Type	NASA Org	Total	LC	945.0	975.0	985.0	1,005.0	1,025.0							
Guide Type	OG Type	NASA Org	Total	LC	945.0	975.0	985.0	1,005.0	1,025.0							

- 1 Click the **Append Row** button. A blank row will be added. If data already exists in the input area, the row will be inserted at the end of the data.
- 2 Enter data into the row.

How Do I Scroll Right To See/Enter My Data?

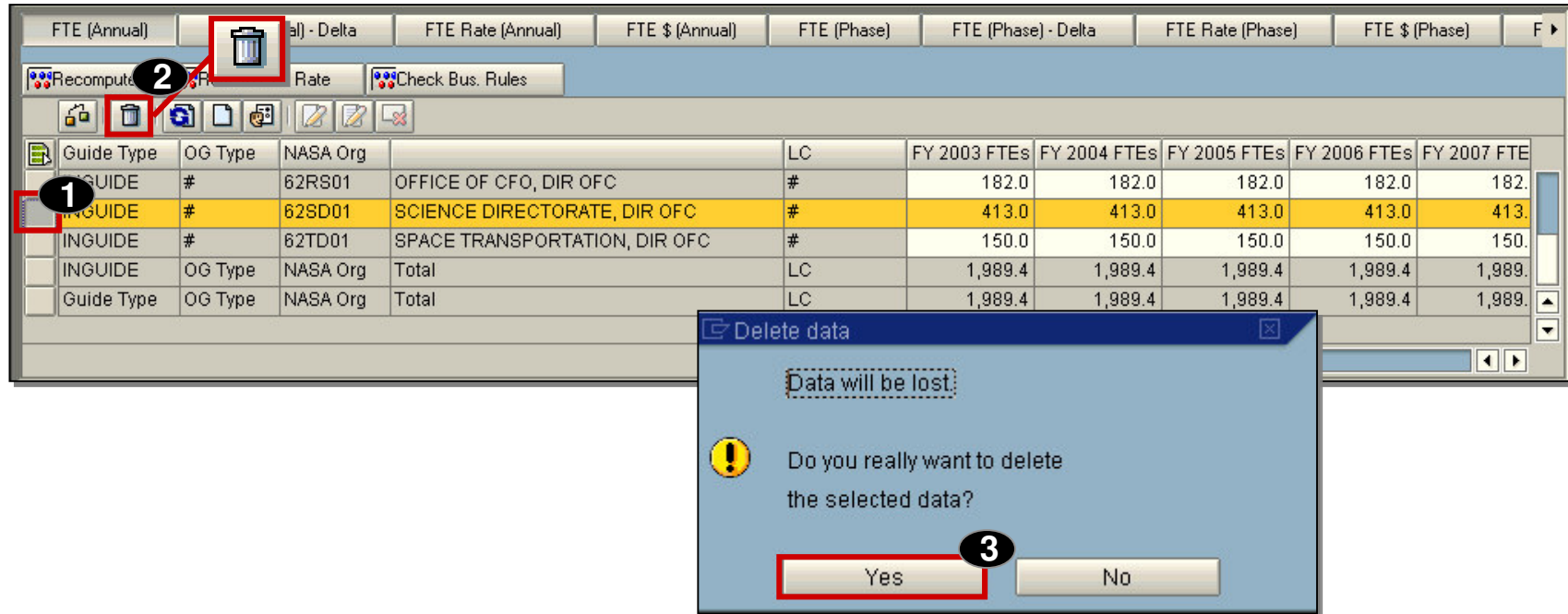


- ❶ Right-click on any column header.
- ❷ Select Unfreeze Columns.



NOTE: Upon entering a row, you need to unfreeze columns. This will allow you to scroll through data to the right of the visible screen.

How Do I Delete a Row of Data?



The screenshot shows the i fm PROGRAM interface with a table of data. The table has columns: Guide Type, OG Type, NASA Org, LC, FY 2003 FTEs, FY 2004 FTEs, FY 2005 FTEs, FY 2006 FTEs, and FY 2007 FTEs. The second row is highlighted in yellow. A red box labeled '1' is around the empty box to the left of the second row. A red box labeled '2' is around the 'Delete Row' button in the toolbar. A red box labeled '3' is around the 'Yes' button in the 'Delete data' dialog box.

Guide Type	OG Type	NASA Org	LC	FY 2003 FTEs	FY 2004 FTEs	FY 2005 FTEs	FY 2006 FTEs	FY 2007 FTEs
INGUIDE	#	62RS01	OFFICE OF CFO, DIR OFC	182.0	182.0	182.0	182.0	182.0
INGUIDE	#	62SD01	SCIENCE DIRECTORATE, DIR OFC	413.0	413.0	413.0	413.0	413.0
INGUIDE	#	62TD01	SPACE TRANSPORTATION, DIR OFC	150.0	150.0	150.0	150.0	150.0
INGUIDE	OG Type	NASA Org	Total	1,989.4	1,989.4	1,989.4	1,989.4	1,989.4
Guide Type	OG Type	NASA Org	Total	1,989.4	1,989.4	1,989.4	1,989.4	1,989.4

Delete data

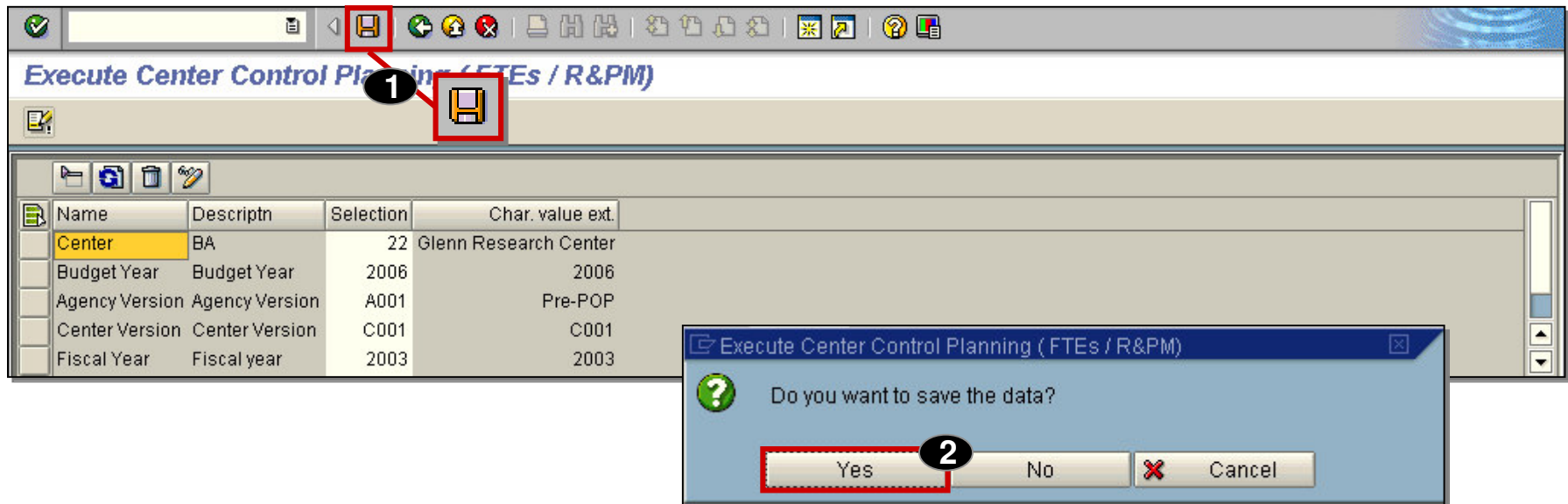
Data will be lost:

Do you really want to delete the selected data?

Yes No

- 1 Highlight the row of data by clicking the **empty box** to the left of the row.
- 2 Click the **Delete Row** button. A message box will confirm that you want to delete the data.
- 3 Click the **Yes** button.

How Do I Save Data?



- 1 Click the **Save** button. A message box will confirm that you want to save the data.
- 2 Click the **Yes** button.





How Do I Obtain a Full List of Values in a Dropdown Box?

Value Help for InfoObjectYORG (personal value list)

Controlling area: NASA

NASA Org	Short Description	Medium Description	BA	Company Co	Srcce Sys.	Object cur	Profit cen	Person responsible
51150	Office of CFO	Office of the Chief Financial Officer	51	NASA	SAPBW1200	USD		N. Abell
51150	Office of CFO	Office of the Chief Financial Officer	51	NASA	SAPBW1200	USD		N. Abell
220600	ACQUISITION	OFFICE OF ACQUISITION	22	NASA	SAPT01311	USD		D. B. Walker
220600	ACQUISITION	OFFICE OF ACQUISITION	22	NASA	SAPT01311	USD		D. B. Walker
225500	INSTRUMENT & CONTROL	INSTRUMENTATION AND CONTROLS DIVISION	22	NASA	SAPT01311	USD		D. B. Walker
225500	INSTRUMENT & CONTROL	INSTRUMENTATION AND CONTROLS DIVISION	22	NASA	SAPT01311	USD		D. B. Walker
227100	COMPUTER SERVICES	COMPUTER SERVICES DIVISION	22	NASA	SAPT01311	USD		D. B. Walker
10AAA00	OFFICE OF THE ADMIN.	OFFICE OF THE ADMINISTRATOR	10	NASA	SAPT01831	USD		Timothy Kelly
2201SR0026	SRF-FRAC TOUGHNESS	SRF-T						

Value Help for InfoObjectYORG

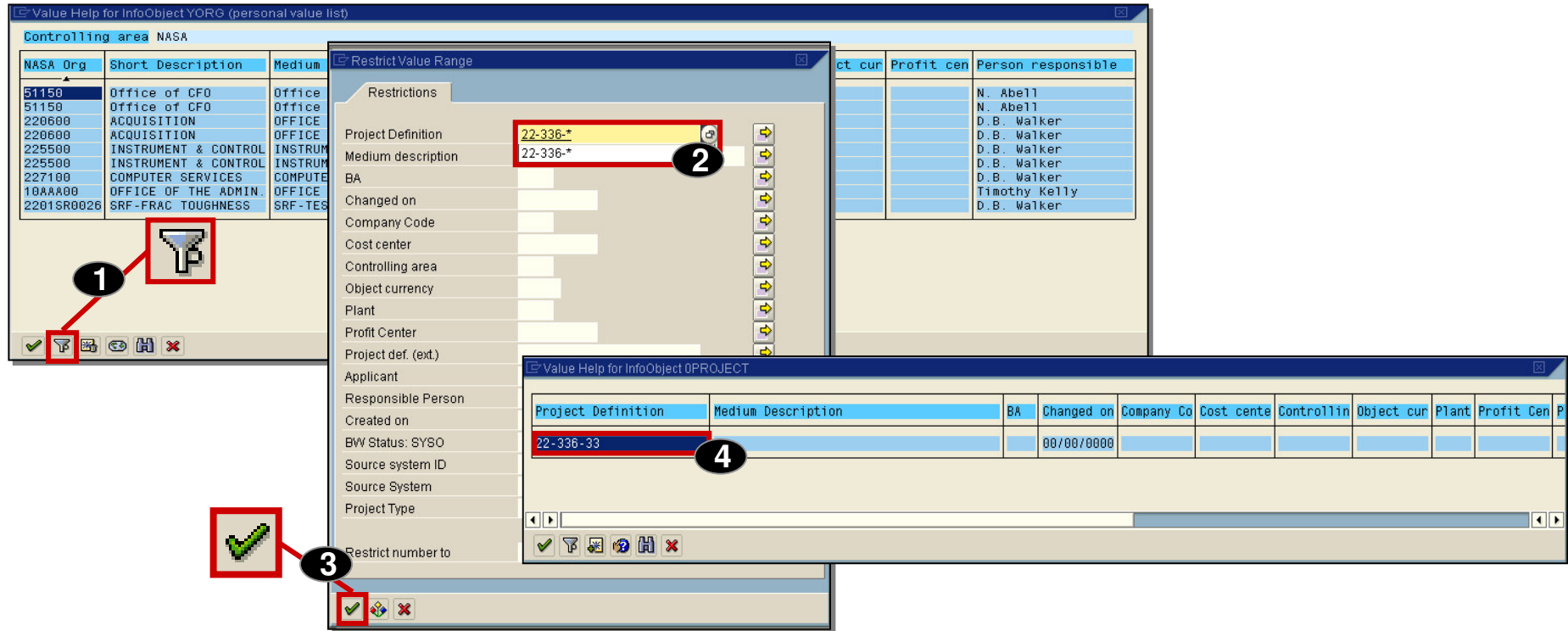
Controlling area: NASA

NASA Org	Short Description	Medium Description	BA	Company Co	Srcce Sys.	Object cur	Profit cen	Person responsible
21	Ames	DELETE THIS COST CENTER	21	NASA	SAPBW1200	USD		C. Smith
62	DELETE	Structural Dynamics & Load Group	62	NASA	SAPBW1200	USD		J. Bunty
2202	OFFICE OF CFO	OFFICE OF CFO	22	NASA				
2205	SAFETY & ASSURANCE	SAFETY & ASSURANCE	22	NASA				
2206	OFFICE ACQUISITION	OFFICE ACQUISITION	22	NASA				
51100	Director	Office of the Director	51	NASA	SAPBW1200	USD		A. Diaz
51110	Human Resources	Office of Human Resources	51	NASA	SAPBW1200	USD		A. Hubbard
51112	Workforce Planning	Workforce Planning Office	51	NASA	SAPBW1200	USD		D. Parsons
51113	HR Resources Oper	Human Resources Development Office	51	NASA	SAPBW1200	USD		S. Buffalano
51114	Human Resources Dev.	Human Resources Development Office	51	NASA	SAPBW1200	USD		S. Johnson
51120	Equal Oppt. Prog	Equal Opportunity Program Office	51	NASA	SAPBW1200	USD		D. Menchan
51130	Public Affairs	Office of Public Affairs	51	NASA	SAPBW1200	USD		J. Ruff
51140	Chief Counsel	Office of Chief Counsel	51	NASA	SAPBW1200	USD		L. Watson
51150	Office of CFO	Office of the Chief Financial Officer	51	NASA	SAPBW1200	USD		N. Abell
51151	Reg. Finance Office	Regional Finance Office	51	NASA	SAPBW1200	USD		P. Gal-Edd
51153	Program Anal. Office	Program Analysis Office	51	NASA	SAPBW1200	USD		J. Baker
51155	Cost and Commercial	Cost and Commercial Accounts Department	51	NASA	SAPBW1200	USD		S. Brown
51156	IFMP Implementation	IFMP Implementation and Operations Off.	51	NASA	SAPBW1200	USD		J. Sprunk
51157	General Accounting	General Accounting Department	51	NASA	SAPBW1200	USD		M. Mitchell
51159	Financial Services	Financial Services Department	51	NASA	SAPBW1200	USD		G. Flemming
51160	University Programs	Office of University Programs	51	NASA	SAPBW1200	USD		G. Soffen
51190	Inspector General	NASA Office of Inspector General	51	NASA	SAPBW1200	USD		K. Carson
51200	Management Operation	Management Operations Directorate	51	NASA	SAPBW1200	USD		A. McNally
51201	Institutional Supp.	Institutional Support Office	51	NASA	SAPBW1200	USD		T. Paprocki
51205	Safety, Environ.	Safety, Environmental and Security Off.	51	NASA	SAPBW1200	USD		P. Sinha
51211	Center ADP Procure.	Center ADP Procurement Office	51	NASA	SAPBW1200	USD		P. Logan
51212	Management Op. Proc.	Management Operations Procurement Off.	51	NASA	SAPBW1200	USD		C. Tart
51213	Procurement Supp.	Procurement Support Office	51	NASA	SAPBW1200	USD		R. Acevedo
51215	AETD/STAAC Direct.	AETD/STAAC Directorates	51	NASA	SAPBW1200	USD		E. Austin
51216	Space Sciences Dir.	Space Sciences Directorate	51	NASA	SAPBW1200	USD		L. Giraldi
51218	Wallons Procurement	Wallons Procurement Office	51	NASA	SAPBW1200	USD		R. Pantiaro

1

- 1 In the dropdown box, click the **All Values** button. This will expand the list of available information.

How Do I Filter Information In a Dropdown Box?



The screenshot illustrates the process of filtering information in a dropdown box within SAP. It shows two windows: 'Value Help for InfoObject YORG (personal value list)' and 'Value Help for InfoObject 0PROJECT'.

Step 1: In the 'Value Help for InfoObject YORG' window, the 'Filter' button (represented by a funnel icon) is clicked. A red box and the number '1' highlight this button.

Step 2: The 'Restrict Value Range' dialog box is open, showing a list of restrictions. The 'Project Definition' and 'Medium description' fields are both set to '22-336-*'. A red box and the number '2' highlight the 'Medium description' field.

Step 3: The 'Enter' button (represented by a green checkmark icon) is clicked. A red box and the number '3' highlight this button.

Step 4: The 'Value Help for InfoObject 0PROJECT' window displays the filtered results. The 'Project Definition' and 'Medium Description' fields are both set to '22-336-33'. A red box and the number '4' highlight the 'Medium Description' field.

- ❶ In the dropdown box, click the **Filter** button. A message box will prompt you to enter your filter criteria.
- ❷ Enter your filter criteria.
- ❸ Click the **Enter** button.
- ❹ The dropdown box will display the data that meets the criteria you entered.

How Do I Create a Personal List?

Value Help for InfoObject 0PROJECT

Project Definition	Medium Description	BA	Changed on	Company Co	Cost cente	Controllin	Object cur	Plant	Profit Cen	P
22-336-33			00/00/0000							

1

2

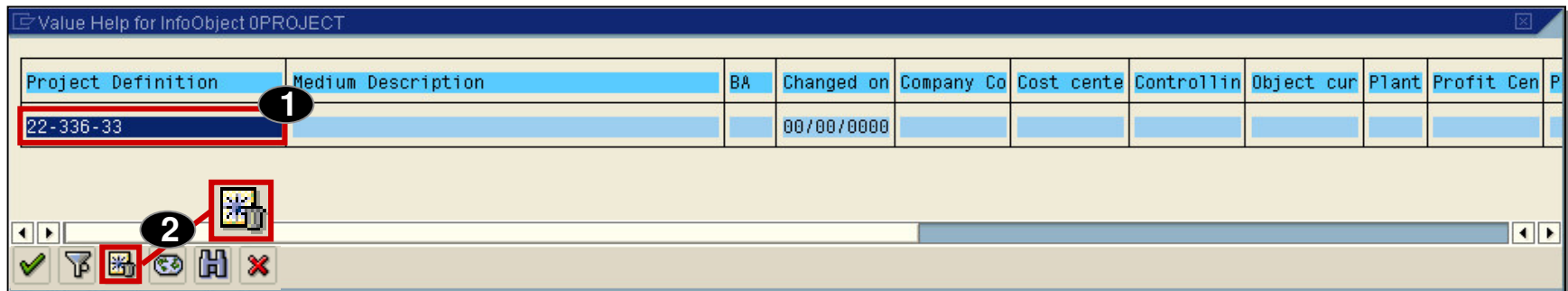
Value Help for InfoObject 0PROJECT (personal value list)

	Project Definition	Medium Description	BA	Changed on	Company Co	Cost cente	Controllin	Object cur	Plant	Profit Ce
*	22-090-	Center Labor and Travel	22	07/08/2002	NASA		NASA	USD		
*	22-101-13	Fluid Physics & Transport Phenomena	22	07/03/2002	NASA		NASA	USD	GRC	
*	22-101-21	Biotechnology	22	07/03/2002	NASA		NASA	USD	GRC	
*	22-101-42	Combustion Science	22	07/03/2002	NASA		NASA	USD	GRC	
*	22-101-44	Fundamental Physics	22	07/03/2002	NASA		NASA	USD	GRC	
*	22-101-45	Materials Science	22	07/03/2002	NASA		NASA	USD	GRC	
*	22-101-46	Acceleration Measurement	22	07/03/2002	NASA		NASA	USD	GRC	
*	22-101-52	Combustion Science	22	07/03/2002	NASA		NASA	USD	GRC	
*	22-101-58	Multi-discipline	22	07/03/2002	NASA		NASA	USD	GRC	
*	22-101-99	Center Charges	22	07/03/2002	NASA		NASA	USD	GRC	
*	22-188-88	TROPHYSICS SR&T GENERAL SUPPORT	22	07/03/2002	NASA		NASA	USD	GRC	
*	22-336-33			00/00/0000						

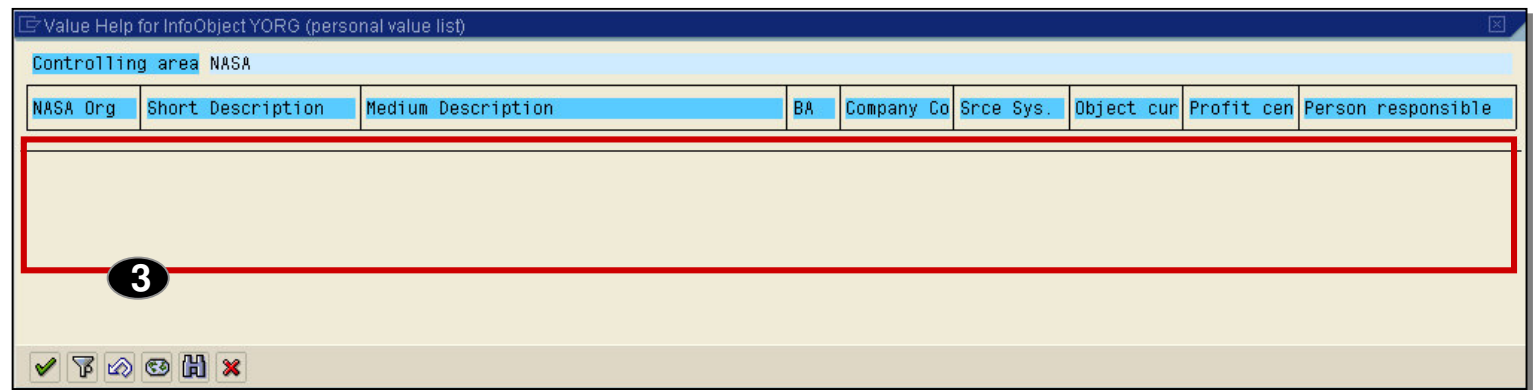
3

- 1 Select the data you want to see added to the dropdown box.
- 2 Click the ***Insert In Personal List*** button.
- 3 The selected data is added to your dropdown box. Any subsequent entry will display in your personal list.

How Do I Delete Information From My Personal List?



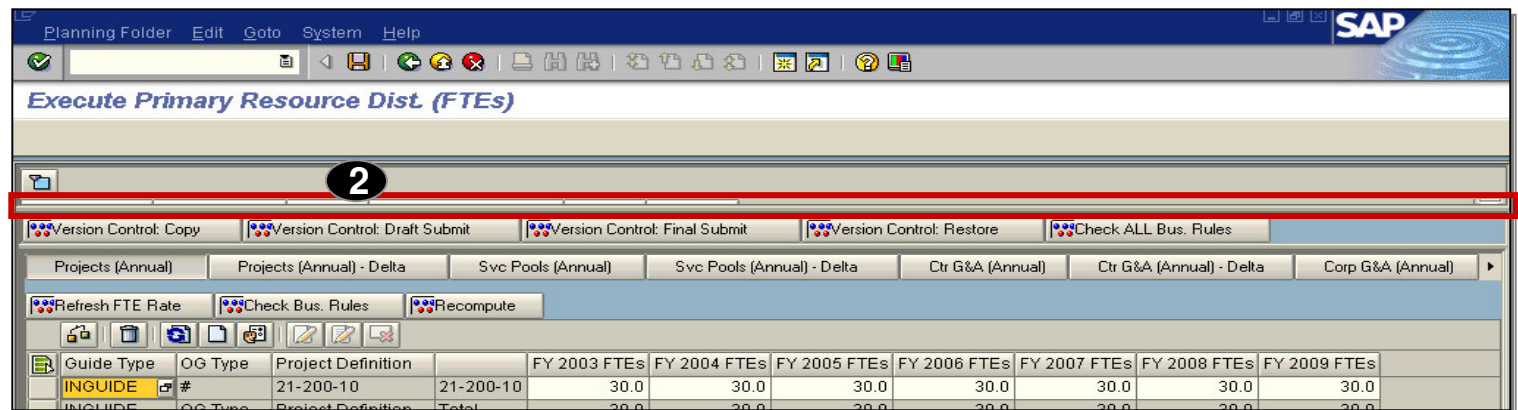
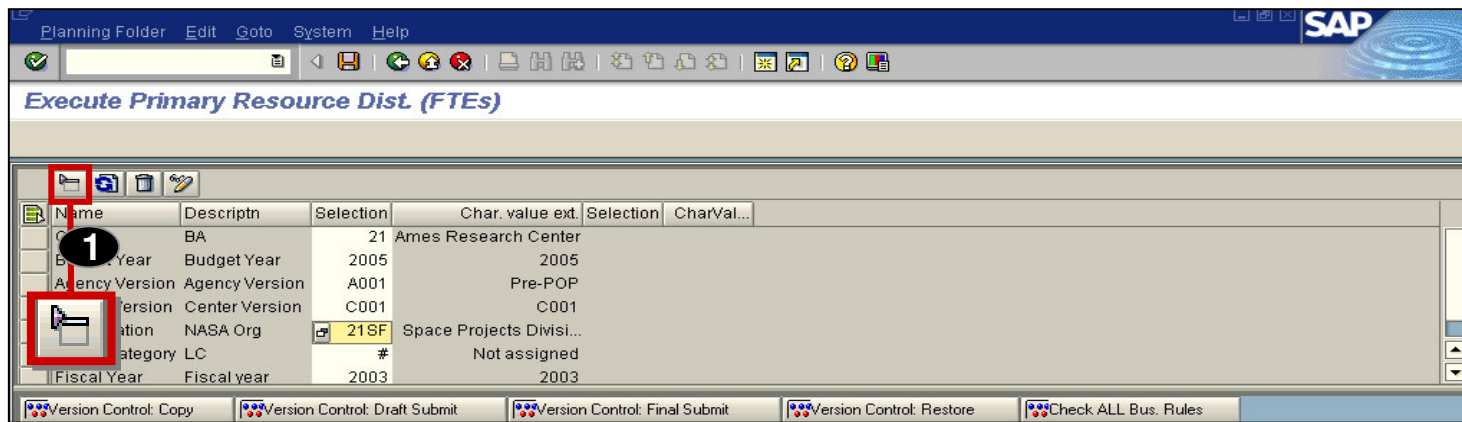
Project Definition	Medium Description	BA	Changed on	Company Co	Cost cente	Controllin	Object cur	Plant	Profit Cen	P
22-336-33			00/00/0000							



Controlling area NASA									
NASA Org	Short Description	Medium Description	BA	Company Co	Srcce Sys.	Object cur	Profit cen	Person responsible	

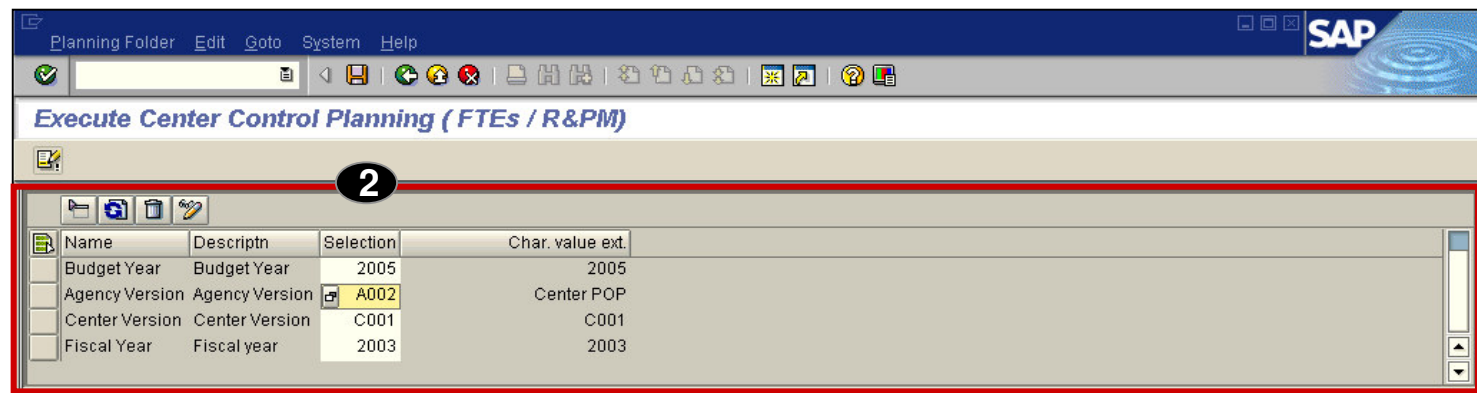
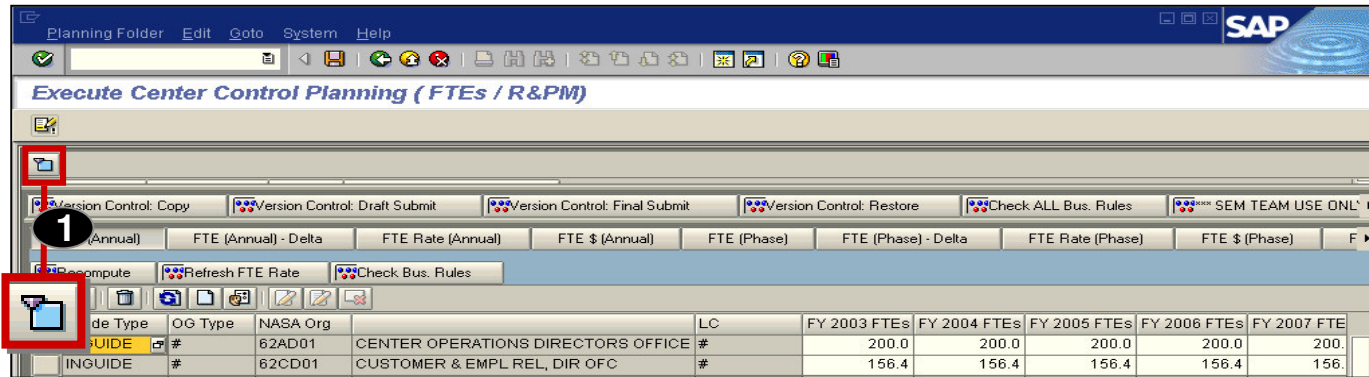
- ❶ Select the data you want to delete the dropdown box.
- ❷ Click the **Delete From Personal List** button.
- ❸ The selected data is deleted from your dropdown box.

How Do I Hide the Header?



- 1 Click the **Hide Variable Values** button.
- 2 The Header will be hidden, leaving only the Input and Output Areas.

How Do I Display the Header?



- 1 Click the ***Display Variable Values*** button.
- 2 The Header will appear, along with the Input and Output Areas.